ARIZONA VETERANS SERVICE COMMISSION

INTERNAL MANAGEMENT POLICY 92-01

SUBJECT: STATE VEHICLE UTILIZATION

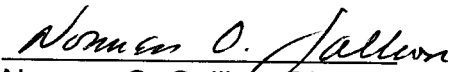EFFECTIVE DATE: November 24, 1997 (Supersedes 92-01, 4/15/92)

1.0   <u>POLICY</u>:   The Arizona Veterans Service Commission shall establish regulations
      to ensure the proper use of State vehicles by all agency personnel and to
      acquaint travelers with policies and procedures concerning State vehicle use.

2.0   <u>AUTHORITY</u>:   A.R.S. § 41-604, Duties and Powers of the Director.

3.0   <u>RESPONSIBILITY</u>: Supervisors are responsible for ensuring that their
      employees understand and comply with this policy. Department of
      Administration vehicles are leased and scheduled through the Director's Office.
      Vehicles assigned to the Arizona State Veteran Home are the responsibility of
      the Engineering Department Supervisor at ASVH-P.

4.0   <u>PROCEDURES</u>:

      4.1   State-owned vehicles may be either leased from ADOA or may be
            permanently assigned to Arizona State Veteran Home - Phoenix.

            4.1.1 State vehicles shall be used for <u>OFFICIAL PURPOSES ONLY</u>.
                   The driver and passengers must be performing official business
                   when using State vehicles.

            4.1.2 Administrators may authorize travelers to drive vehicles to their
                   residences prior to starting official travel, or to retain vehicles
                   overnight upon return, if it is clearly shown to be in the interest of
                   the State or would cause extreme inconvenience to the employees.
                   <u>Vehicles should not be kept at an employee's residence over
                   weekends</u>.

      4.2   Operators of a State vehicle are responsible for its security and
            maintenance while assigned to them. Each traveler is responsible for
            exercising diligence in the care and protection of State-owned vehicles.

            4.2.1 Automobiles will be securely locked while not in use, with the keys
                   in the personal possession of the operator. Travelers must wear
                   seatbelts while driving State vehicles.

            4.2.2 Traffic violations are the responsibility of the operator. Accidents
                   must be reported as prescribed according to instructions outlined in
                   packets which are kept in all State vehicles.

4.2.3 Operators must be State employees and have in their possession a valid State driver's license.

4.2.4. Smoking is not permitted in State vehicles.

4.2.5 Vehicle operators are responsible for removing trash and generally policing vehicles at the conclusion of the trip.

4.2.6 Travelers are required to document trips in all State vehicles on the Daily Log of State Vehicle Travel (AVSC 01-66). Logs are maintained in three-ring binders or on clipboards in each State vehicle.

4.3 Engineering is responsible for the use, maintenance and accountability of all vehicles assigned to the Arizona State Veteran Home. Vehicles may be reserved by any AVSC Division on a *first come - first serve basis*.

4.3.1 Engineering shall ensure that the vehicles are fueled, clean and maintained according to the Department of Transportation maintenance schedule.

4.3.2 Engineering will remove travel logs from vehicles assigned to ASVH-P at the end of each month and provide blank forms for vehicle logs. Completed trip logs are sent to the Office of Management Services for review and retention.

4.3.3 Wheelchair-accessible vehicles used to transport ASVH-P residents will not be used for other purposes and must be available 24 hours per day to satisfy resident transportation requirements.

4.3.4 Vehicles should be scheduled in accordance with the need, providing sedans for administrative runs and trucks for transporting bulky items.

4.4 State vehicles will not be taken out of the State of Arizona without the prior approval of the Director, AVSC.

5.0 <u>IMPLEMENTATION</u>: This policy shall be implemented without change on the effective date.

Norman O. Gallion, Director

ARIZONA VETERANS SERVICE COMMISSION

DAILY LOG OF STATE VEHICLE TRAVEL

REPORT MONTH: _____

PAGE _____ OF _____

OFFICE _____

VEHICLE LICENSE NO. _____

DRIVER'S NAME	DATE	FROM:	TO:	ROUND TRIP	ODOMETER STARTING	ODOMETER ENDING	TRIP MILES	DIVISION

AVSC 01-66